



## **TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES**

### **LEGAL SUPPORT SUPERVISOR I**

#### **DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION OF WORKERS' COMPENSATION – CLAIMS ADJUDICATION OFFICE**

**Position:** Legal Support Supervisor I

**Salary:** \$3,277.00 - \$ 3,985.00

**Locations:** 100 Paseo de San Antonio, San Jose, CA 95113-1482

**Duties:** Under the supervision of the Presiding Workers' Compensation Judge, the Legal Support Supervisor I is responsible for: supervising, planning, directing, and managing a legal support staff of five to fifteen employees. Typical duties include: overseeing the completion of all accepted jobs, prioritizing support staff work, setting standards of lead time of clerical work, reviewing work procedures, making decisions on difficult operating problems, and distributing workload. The LSS I will also be responsible for signing and ensuring that timesheets are completed for all secretarial personnel and collecting timesheets for other staff members and forwarding to supervising counsel for signature. The LSS I has the authority to schedule subordinates to work overtime and approves all secretarial vacation and absence requests. The LSS I will interview and assist with hiring of secretarial staff and training. Additional responsibilities include office management and secretarial work. Performs other duties as required.

**SROA and Surplus Employees will be given first consideration and are encouraged to apply.**

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations  
Division of Workers' Compensation  
P.O. Box 420603  
San Francisco, CA 94142-0603  
Attention: Bronwyn Ahlbrecht (510) 286-7090

**Applications accepted until June 1, 2006 or until position filled**

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.